

UNIT CODE	PSPREG022
UNIT TITLE	Supervise and carry out complex inspections and monitoring
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to supervise and undertake complex inspections and monitoring under enabling Acts and regulations.</p> <p>This unit applies to those working in public sector roles conducting regulatory activities. Those undertaking this unit would work autonomously, while supervising others, performing complex tasks in a range of familiar and unfamiliar contexts.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.</p>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Regulatory
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan and coordinate inspection and monitoring programs	<p>1.1 Identify outputs and performance indicators for defined area of responsibility and assign inspection and monitoring activities and responsibilities.</p> <p>1.2 Determine procedures, timeframes, resources and equipment requirements for defined area of responsibility.</p> <p>1.3 Make required resources available and supervise their access and/or preparation.</p> <p>1.4 Interpret legislation and regulations and provide input into technical protocols and operational procedures.</p> <p>1.5 Interpret and explain risk management practices, workplace health and safety and environmental requirements to staff.</p>

2. Supervise and carry out complex inspections and monitoring	<p>2.1 Provide leadership to deliver agreed outputs.</p> <p>2.2 Plan and supervise inspections and monitoring activities and monitor program performance, resources and expenditure.</p> <p>2.3 Plan, implement and coordinate compliance programs in accordance with set procedures and timelines.</p> <p>2.4 Conduct assessments and performance management of inspection and monitoring staff.</p> <p>2.5 Carry out complex inspections and monitoring under general direction and deal with contingencies.</p> <p>2.6 Apply legislative requirements, risk management practices, workplace health and safety and environmental requirements.</p>
3. Act on non-compliance relating to complex inspections and monitoring	<p>3.1 Provide advice on serious or complex matters referred by others.</p> <p>3.2 Provide information and/or education to achieve client compliance in line with the seriousness of the possible breach.</p> <p>3.3 Take further action as a result of the failure to achieve compliance in line with the seriousness of the possible breach.</p> <p>3.4 Report contraventions of relevant legislation and make recommendations for prosecutions.</p> <p>3.5 Fulfil court attendance and conduct requirements.</p>
4. Provide reports, information and training	<p>4.1 Maintain records and prepare correspondence, submissions and reports.</p> <p>4.2 Interpret legislation and regulations and provide information and advice on policies, procedures, guidelines, technical and operational matters.</p> <p>4.3 Supervise and provide on-the-job inspection and/or monitoring training.</p>

FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
SKILLS	DESCRIPTION
UNIT MAPPING INFORMATION	Release 1: Supersedes and is equivalent to PSPREG022 Supervise and carry out complex inspections and monitoring.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPREG022 Supervise and carry out complex inspections and monitoring
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PERFORMANCE EVIDENCE	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:</p> <ul style="list-style-type: none"> ■ demonstrate leadership and team management in the context of inspection and monitoring ■ undertake observation and analysis ■ communicate with a diverse range of clients and staff ■ write correspondence, submissions and reports, requiring discretion to determine appropriate content and style ■ deal with referrals from other staff on matters that are more difficult, or of potential interest to external parties including the media, public and political parties ■ use computers for word processing and manipulation and analysis of statistical data ■ operate workplace equipment.
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KNOWLEDGE EVIDENCE	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ public sector legislation, including WHS, environment and privacy relating to inspections and monitoring ■ organisational policy and procedures ■ inspection procedures ■ monitoring procedures ■ relevant responses to complex or serious non compliance ■ enabling legislation ■ elements of an offence ■ workplace and industry environment.
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ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in either:</p> <ul style="list-style-type: none">■ a workplace environment or■ a simulated environment. <p>Simulated assessment environments must simulate the real-life working environment where the skills and knowledge within this unit would be utilised, with all the relevant equipment and resources of that working environment.</p> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none">■ applicable legislation, policies and procedures■ vehicles, equipment and materials generally present in an operational environment■ personal protective equipment. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide